

**264—51.14(17A,22) Personally identifiable information.** This rule describes the nature and extent of personally identifiable information which is collected, maintained, and retrieved by the board by personal identifier in record systems as defined in rule 51.12(17A,22). This rule describes the means of storage of that information and indicates whether a data processing system matches, collates, or permits the comparison of personally identifiable information in one record system with personally identifiable information in another record system. Unless otherwise stated, the authority for the board to maintain the record is provided by 2003 Iowa Acts, House File 692, sections 77 to 86. The record systems maintained by the department on behalf of the board are:

**51.14(1) *Travel records.*** The department maintains travel records of board member travel. Personally identifiable information collected includes the name, address, and social security number of the individual. This information is collected pursuant to 2003 Iowa Acts, House File 534, section 95. Data processing systems do not match, collate or compare the personally identifiable information collected with similar information collected by other state agencies.

**51.14(2) *Claim vouchers.*** Requests for reimbursement from board members, contractors, and grantees are maintained by the department on behalf of the board. These records contain the name, address and social security number of the individual requesting reimbursement for expenses. This information is collected pursuant to 2003 Iowa Acts, House File 534, section 96. The information is not maintained in a data processing system which matches, collates or compares the information with other systems containing personally identifiable information.

**51.14(3) *Contracts and grant records.*** Contractual agreements and grant agreements are maintained by the department on behalf of the board. These records contain personally identifiable information when the agreement is with a specific individual. In those instances, the records include the name, address and social security number of the contractor/grantee. Other information in these records may include the proposal or work statement of the contractor or grant recipient, budget figures, modifications, correspondence and business information. Personally identifiable information is not contained in a data processing system which collates, matches or compares this information with other systems containing personally identifiable information.

**51.14(4) *Grant and loan application records.*** The board administers a variety of state and federal grant and loan programs. Records of persons or organizations applying for grants, awards or funds are available through the board. These records may contain information about individuals collected pursuant to specific federal or state statutes or regulations. Personally identifiable information such as name, address, social security number and telephone number may be included in these records when the applicant is an individual. Many program applicants are political subdivisions or corporations, not individuals.

**51.14(5) *Litigation files.*** These files or records contain information regarding litigation or anticipated litigation, which includes judicial and administrative proceedings. The records include briefs, depositions, docket sheets, documents, correspondence, attorney's notes, memoranda, research materials, witness information, investigation materials, information compiled under the direction of the attorney, and case management records. The files contain materials which are confidential as attorney work product and attorney-client communications. Some materials are confidential under other applicable provisions of law or because of a court order. Persons wishing copies of pleadings and other documents filed in litigation should obtain these from the clerk of the appropriate court which maintains the official copies.